

\* email [bia\\_tribal\\_courts@bia.gov](mailto:bia_tribal_courts@bia.gov) if you would like sample in Word format.

[PRINT ON TRIBAL LETTER HEAD]

[DATE]

Ms. Tricia A. Tingle, Associate Director  
Tribal Justice Support Directorate  
BIA – Office of Justice Services  
1849 C Street NW  
MIB-MS: 2603  
Washington, DC 20240

Dear Ms. Tingle,

On behalf of the (NAME OF TRIBE) Tribal Court, we would be most interested in participating in the Tribal Court Assessment that the BIA Office of Justice Services' Tribal Justice Support Directorate created to further the development, operation, and enhancement of tribal judicial systems.

The Council fully supports the opportunity given free of charge for the following services: Documentation and Gathering; Initial Visit; On-Site Assessment, Presentation of Findings and Recommendations and any Follow-up and Next Steps that this assessment will provide. We also understand that by participating in this assessment the (NAME OF TRIBE) Tribal Court would be eligible for possible one-time funding for several services.

Please feel free to coordinate efforts through (NAME OF DESIGNATED POC), (TITLE), at (PHONE NUMBER), (EMAIL) or by cell phone (CELL PHONE NUMBER).

Respectfully,

(NAME OF TRIBAL LEADER)  
Tribal Chairperson

cc: Chief Judge, (NAME OF JUDGE), (EMAIL)  
Court Administrator, (NAME OF COURT ADMINISTRATOR), (EMAIL)  
Ms. Savannah Joe, TJS Court Review Coordinator, [savannah.joe@bia.gov](mailto:savannah.joe@bia.gov)  
Ms. Natasha Anderson, TJS Deputy Associate Director, [natasha.anderson@bia.gov](mailto:natasha.anderson@bia.gov)

